



Human Resources

DATE POSTED: October 12, 2005

REQ. # 05-250

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **10-12-2005** TO **10-18-2005**,
but will remain open until filled.

DEPARTMENT/DIVISION
COUNTY ATTORNEY

POSITION AVAILABLE
LEGAL SECRETARY I

OF OPENINGS
1

STARTING SALARY
\$12.71 / hour

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 756
PAY GRADE 14
SALARY: \$12.71 - \$19.39
LEGAL SECRETARY I

MAJOR FUNCTION: Entry level legal secretarial work in the Office of the County Attorney.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Knowledge of business English, spelling, punctuation, and shorthand/speed writing. Knowledge of legal terminology and format and its use in memoranda, correspondence and legal papers. Knowledge of modern office practices and procedures, and commercial arithmetic. Knowledge of official forms of legal citations, documents, and references. Knowledge of business machines, (i.e., typewriter, word processor).

Abilities: Ability to establish and maintain effective working relationships with County officials, employees, and the public. Ability to prepare routine documents and compose business letters and memoranda. Ability to receive the public with considerable poise, tact, patience and courtesy. Ability to establish and maintain harmonious working relationships with other employees. Ability to work independently without direct supervision. Ability to type, take and transcribe shorthand and transcribe dictation. Skills: Type 50 correct words per minute and use Word Perfect essential.

ESSENTIAL JOB FUNCTION: Types briefs, court pleadings for Circuit Court including condemnation suits, memorandums of law, etc., memorandums for record, ordinances, resolutions, contracts for sale and purchase, contracts for lessee/lessor, title opinion, deeds, closing statements, general correspondence including letters, memos, and inter-office correspondence; transcribes tapes from dicta phone; transcribes oral dictation and composes letters. Maintains cross reference office files and variety of other records and files all correspondence in appropriate files. Prepares and types requisitions for the purchase of supplies and equipment. Operates standard office machines. Distributes Supplements to the Code of Ordinances to various County Departments and private sector. Schedules appointments and logs on calendars. Assembles agenda for meetings. Open, read and route incoming mail and assemble files and other materials to facilitate the supervisor. Receives and routes telephone calls, and gives information in response to inquiries and requests. Channels trouble calls to appropriate departments for prompt efficient handling. Serves as office receptionist, greets, announces and routes visitors. Files pleadings with the Court. Files pocket parts and books in office library. Makes copies of material out of law books from office library and the County Law Library, and miscellaneous. Logs in lawsuits, and distributes hand-carried documents to appropriate attorney for approval. Researches and assembles specialized documents, reports and data for the attorneys. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good vision and hearing with or without correction. Occasional walking and frequent standing. Ability to lift occasionally thirty pounds.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the office in a sedentary posture.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: Graduation from high school or possession of an acceptable equivalency diploma, supplemented by courses in legal secretarial skills and shorthand, typing and business practices.

EXPERIENCE: One (1) year of legal secretarial experience. A comparable amount of training or experience may be substituted for the minimum qualifications.

LICENSE, CERTIFICATION OR REGISTRATION: May require a valid Florida Driver's License and a good driving record.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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